

Michael Martinez

Mayor

Charles Fillinger

Alderman Place 1

David Tremblay

Alderman Place 2

Thomas Repino

Alderman Place 3



Grace Alvarado

Alderman Place 4

Monica Madero

Alderman Place 5

Delma Doyal

City Secretary

Casandra Ortiz

City Attorney

**CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS
REGULAR MEETING AGENDA
December 12, 2024 at 6:30 p.m.**

Notice is hereby given that a Regular Meeting of the City Council of the City of Sandy Oaks, Texas will be held on Thursday, December 12, 2024, at 6:30 p.m. at City Hall, 22870 Priest Road, Sandy Oaks, Texas where a quorum of the City Council will be present. All agenda items are subject to action.

Join the meeting at <https://us02web.zoom.us/j/85261332945> and enter Meeting ID 852 6133 2945

The public will be permitted to offer public comments in person, telephonically or by audio as provided by the agenda and as permitted by the presiding officer during the meeting by signing up with the City Secretary at least 15 minutes in advance of the meeting if providing comments in person, and at least two hours in advance of the meeting by emailing citysecretary@cityofsandyoaks.com or by calling (210) 607-0834 if speaking telephonically or by audio.

An audio recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request.

1. Call to order and quorum call.

2. Pledge of Allegiance.

3. Citizens to be heard. Persons wishing to speak may sign up with the City Secretary in the time and manner as indicated above. This time is provided for citizens to address the City Council on issues and concerns related to the City of Sandy Oaks. Please note that the Texas Open Meetings Act prohibits the City Council from responding, commenting, or discussing items or topics during this portion of the meeting that are not included on the agenda. The City Council appreciates hearing from the citizens and your thoughts and questions are valued; however, civility and a sense of decorum will be strictly followed. All speakers must address their comments to the City Council. Speakers shall refrain from public criticism of members of the City Council that are prohibited by law. This item will be open for up to 30 minutes, with 3 minutes to each speaker. One (1) person may speak on behalf of a group. Up to three (3) people may register on behalf of the group for the spokesperson to be allotted up to nine (9) minutes to speak. If there are more than ten (10) speakers, each will be given two (2) minutes or six (6) minutes for a group spokesperson.

4. Mayor & Administrator Announcements/Updates

5. Consent Agenda – All matters listed under Consent Agenda are considered routine by the City

Council of the City of Sandy Oaks and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

- a. Approve minutes from November 14, 2024 Regular City Council Meeting.
- b. Approve minutes from November 19, 2024 City Council Canvassing Meeting.
- c. Approve Invoice 1354 from Kassahn & Ortiz, P.C. (September City Prosecutor Services) Not to Exceed \$840.00.
- d. Approve Invoice 1355 from Kassahn & Ortiz, P.C. (September City Attorney Services) Not to Exceed \$3,840.00.
- e. Approve Work Authorization Invoice 2024-072-01 #5 6S Engineering (Red Mountain Rd) Not to Exceed \$6,200.00.
- f. Approve Work Authorization Invoice 2024-072-02 from 6S Engineering not to exceed \$1,600 for review of the driveway ordinance and right-of-way ordinance review.

6. Financial Report

- a. The income and expenses for November 2024 will be reported by City Secretary Delma Doyal with possible discussion and/or action. (Mayor Martinez)

7. Public Works

- a. Updates and Announcements from Public Works Director Priscilla Schmitt with possible discussion and/or action. (Mayor Martinez)

8. Animal Control

- a. Updates and Announcements from ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
- b. Presentation of monthly report by ACO Cunningham with possible discussion and/or action. (Mayor Martinez)
- c. Discuss and/or possible action on quote for electricity to be run to Animal Control Metal Building. (Mayor Martinez)

9. Police Department

- a. Updates and Announcements from Chief Juarez with possible discussion and/or action. (Mayor Martinez)
- b. Presentation of monthly report by Chief Juarez with possible discussion and/or action. (Mayor Martinez)
- c. Discuss and/or possible action on the purchase of E-Force (Report Management System). (Mayor Martinez)
- d. Discuss and/or possible action on the purchase of Evidence Library Cloud. (Mayor Martinez)
- e. Discuss and/or possible action on the purchase of a Body Cam/Dash Cam/Evidence Management System. (Mayor Martinez)
- f. Executive Session to deliberate the hiring of a Patrol Sergeant, and related matters pursuant to Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.074. (Personnel Matters) (Mayor Martinez)
- g. Discuss and/or possible action on hiring a Patrol Sergeant, and related matters. (Mayor Martinez)

10. Parks & Recreation

- a. Update and Announcements from Park Advisory Committee Chair Alderman Repino with possible discussion and/or action. (Mayor Martinez)

11. Administration – Old Business

- a. Discuss and/or possible action on amending the Personnel Policy Manual. (Fillinger/Alvarado)
- b. Discuss and/or possible action on an ordinance regulating fences. (Fillinger/Tremblay) (Second Reading).

12. Administration – New Business

- a. Discuss and/or possible action on Resolution 2024-214 Appointing a Mayor Pro Tem. (Mayor Martinez)
- b. Discuss and/ or possible action on the appointment or reappointment of Municipal Court Judge and Alternate Judge. (Mayor Martinez)
- c. Discuss and/or consider driveway inspection permits fee for City Engineer inspection. (Mayor Martinez)
- d. Discuss and/or possible action on Ordinance 2024 – 246 providing for the regulation of driveways and culverts. (Tremblay/Fillinger)
- e. Discuss and/or possible action on Ordinance 2024 – 247 Authorizing Stop Signs at intersections of New Mathis and Silver Chalice, New Mathis and Dragon Rock, New Mathis and Shady Forest, New Mathis and Hickory Shadow, and Waterwood Pass and Grand Spring. (Mayor Martinez)
- f. Discuss and/or possible action on Ordinance 2024 - 248 establishing regulations on Certificates of Occupancy. (Mayor Martinez)
- g. Discuss and/or possible action on a hazardous road condition on Waterwood Pass Dr. (Tremblay/Fillinger)
- h. Discuss and/or possible action on abolishing Ordinance 2021-194 (Establishing Position of Code Enforcement Officer) (Tremblay/Alvarado)
- i. Discuss and/or possible action on adding Code Compliance duties to Public Works Director job description with an effective date. (Tremblay/Alvarado)
- j. Discuss and/or possible action on a pay adjustment for Public Works Director with an effective date. (Tremblay/Alvarado)
- k. Discuss and/or possible action on employee hiring procedure and interviewing policy (Tremblay/Alvarado)
- l. Discuss and/or possible action on approving Cyber Liability and Data Breach Response Coverage and authorizing the Mayor or designee to negotiate, approve and execute a Cyber Liability and Data Breach Response Interlocal Agreement with the Texas Municipal League Intergovernmental Risk Pool. (Mayor Martinez)

13. Adjourn

NOTE:

Enumerated agenda items are assigned numbers for ease of reference only and will not necessarily be considered by the Council in that order.

EXECUTIVE SESSION (Discussion only – closed to the Public) The Council may close the meeting at any time and hold an Executive Session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (Consultations with Attorney--on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional

Conduct of the State Bar of Texas clearly requires discussion in closed session), Section 551.072 (Deliberations about Real Property), Section 551.074 (Personnel Matters) or any other authorized provision of Chapter 551 on any of the above items. The Open Meetings Act permits a governing body to consult with its attorney privately in executive session by telephone conference call, video conference call, or communications over the Internet. Tex. Gov't Code 551.129(a).

I certify that the above notice of a regular meeting was posted at City Hall on or before the 9th day of December 2024 by 6:30 P.M. and notice remained posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with the Texas Open Meetings Act.

Delma Doyal,
City Secretary